

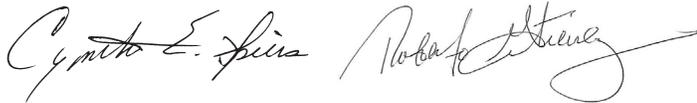


Fall/Winter Newsletter

Rhodes State College

Q2S Co-Chairs Update

We hope that you had a wonderful Holiday Season and that your Winter Quarter is going well. The New Year will bring with it continued implementation of many more Q2S conversion activities all leading toward our first semester term - Fall 2012. Within this Newsletter you will be updated on both the latest work completed and our work in progress. But, first, we want to acknowledge all of you for your committed effort toward Q2S. In the end you will be able to reflect back upon your efforts, knowing that each one of you was responsible for ensuring a smooth semester transition for our students, faculty, staff and administration.



Rhodes Shows Strong at Semester Summit

Rhodes State demonstrated strong leadership and active participation in Ohio's second statewide Semester Summit, held at Ohio State University on October 25, 2010. Many of Ohio's public and private, two and four-year institutions, transitioning to semesters, sent a team of individuals to share and learn about the processes, triumphs, and challenges faced, one year into semester transition.

Dr. Cynthia Spiers and Dr. Roberto Gutierrez, co-chairs for Rhodes Q2S Steering Committee, served on the Semester Summit Planning Committee, which consisted of faculty, staff, and administrators from various Colleges and Universities. Summit presentations were developed to focus on (a) Pedagogy (curriculum redesign, streamlining curriculum, flexibly scheduled learning environments); (b) Advising (IT Tools & Communication); (c) Financial Aid (student services issues), (d) General Education; (e) Articulation and Transfer Processes; (f) Classroom Utilization; (g) Faculty Load; and (h) Project Management.

Rhodes was well represented in attendance. A team of 19 faculty, staff and administrators were sent to the Summit. These individuals included:

Roberto Gutierrez	Will Wells	John Fallon
Mike Rex	Rick Woodfield	Carol Schmidt
Bonnie King	Tim Littell	Cathy Kohli
Alyssa Zimmerman	Tony Jackson	Greg Phipps
Martino Harmon	Paula Siebeneck	Cindy Farrar
Dorothy Kiel	Diane Moots	Carol Johnson
Mary Ann Hovis		

Rhodes showed strong at the Summit, as several members of our team, actively involved in Rhodes' Q2S planning and development processes, also presented at the Summit. Martino Harmon and Paula Siebeneck presented a session on Communication and Advising Communication; Bonnie King, Tim Littell, Tony Jackson, and Alissa Zimmerman presented a session related to IT Advising Tools and the Advising Suite; Cathy Kohli addressed Student Services Common Issues; and Dr. Roberto Gutierrez facilitated a panel discussion regarding faculty load. Rhodes received great accolades for both our highly integrated process and the level of progress we have made. We should all be PROUD!!

Sub-Committee Updates

Advising and Articulation Sub-committee

During Fall 2010, a collaborative effort among multiple departments resulted in Train the Trainer Sessions in which key individuals among both Student Affairs and Academic Affairs were identified to serve as key Advising Trainers within their units. These were followed by a series of Advisor Training Sessions. While new Q2S Advising Content was introduced, much of the training revolved around information technology and on-line systems support, such as STARS online, AdvisorTrac, and Degree Audit Reports that will show what a student has completed and needs to complete to graduate. These tools are currently being used to assist students who have the potential to complete their degree prior to semester start-up.

Collaborating with the Communications Sub-committee, Martino Harmon and Dr. Matt Kinkley have led the charge on increasing advising communication to students. An awareness postcard was sent to all registered students during Fall 2010. A "Meet Your Advisor Letter" was created and will be mailed during Jan. 2011, inviting current students to contact their assigned advisor to plan for semester conversion. The letter is being followed by several informational mailings regarding scheduled Q2S Advising Strategies. These strategies will include: group information sessions, in-class presentations; and group advising for selected programs. Review of current articulation agreements with other Universities, Colleges, and Tech Prep are in process.

Thanks to Paula Siebeneck for her expertise in laying out the handbook and developing the postcard. She has been invaluable to the process!

Budget Sub-committee

The College has attempted to maintain a cost neutral approach to the Q2S transition. The Budget sub-committee developed a fiscal process that enables careful review of the Q2S budget. The monthly Q2S budget updates are provided to the Steering Committee by the Sub-committee Co-chairs, Mike Rex and Larry Hoffman.

Calendar Sub-committee

As you know, the transitional summer 2012 calendar was completed during 2010.

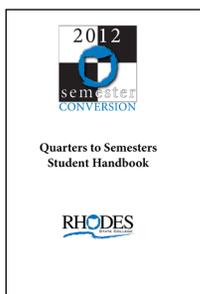
Under the quarter system the shortened terms for the quarter were identified as “first five-week term” and “second five-week term”. The shortened terms within the 15+1 semester required a new nomenclature. After long review and benchmarking, the Calendar Sub-committee recommended and obtained approval for the shortened semester terms to be referred to as “first half-term” and “second half-term”.

Currently Will Wells and Judi Mazzarelli, Co-chairs of the Calendar Sub-committee are finalizing Semester Calendar Drafts for Fall Semester 2012 through Spring Semester 2013. Upon approval these will be posted on the [website](#) and an announcement will be communicated from Drs. Gutierrez and Spiers regarding the Calendar.

Finally, a recommendation was brought forward to the Q2S Steering Committee by the Calendar Sub-committee to begin investigating a semester course schedule. Will Wells, Interim Associate Vice President for Academic Affairs, and Mary Ann Hovis, Interim Dean of Arts and Sciences are heading up the Course Scheduling Task Force which includes representatives from each academic division and key Student Affairs areas. They are expected to present several drafted scheduling options to the Steering Committee by the end of January 2011.

Communications Sub-committee

As new students came to campus for Welcome Sunday on September 19, 2010, they and their families had the opportunity to hear about Semester Conversion at a Q2S Information Table. Thanks to those faculty and staff who agreed to represent the College at this event. In addition, copies of the new Semester Conversion Handbook were distributed to both new and returning students. The Handbook was designed to serve as a guide to new and current students as they navigate the semester conversion transition. The Sub-committee incorporated the concept of “Man-on-the-Street” to interview students, capturing their questions regarding Semester Conversion.



Greg Phipps did a stellar job in creating video clips from these interviews. They will be placed on the Rhodes Website during Winter Quarter 2011 and used for the upcoming Student Informational Sessions and New Student Orientations. The clips represent the most frequently-asked questions with responses by



Rhodes faculty, staff and administrators. Thanks to all of our inquisitive students and knowledgeable employees who participated in the preparation of this particular communication awareness strategy!

Currently, the Sub-committee is finalizing arrangements for Rhodes State Day-Planners. The planners will cover a calendar timeframe from July 2011- December 2012 in an effort to bring awareness to the changes in schedules occurring as a result of the semester transition. Included in the planners will be important dates for registered students and most frequently referenced student policies and procedures.

Finally, a student awareness survey is being prepared to distribute to current students. Results of this survey will be used to determine the level of student awareness regarding Q2S and the appropriate future communication strategies that may enhance student awareness of semester conversion.

Dorothy Kiel and Gregg Phipps, Co-chairs of the sub-committee, informed the Steering Committee that their sub-committee members have laid out a timely and effective communication schedule that will continue to raise student awareness and are broadening the focus to include increased communication to enhance community awareness.

Curriculum Sub-committee

Since the last newsletter update, the academic areas have completed all curriculum conversions and the majority of course conversion forms – a highly engaging and detailed activity. A custom course conversion application was developed and used to gather applicable course and program information. Once completed the information was entered into a workflow for approvals by the respective Deans and Vice President for Academic Affairs. Currently, 585 courses have been completed and entered into our Banner System. Review of new courses and major updates to content within courses is underway and a cross-walk table between quarter and semester courses is being developed. For 2011, the Curriculum Eric Mason and John Fallon and

their sub-committee will be championing the submission of master syllabi for all semester courses. Last summer and fall, faculty submitted semester syllabi for TAG and OTM courses. For 2011, we are asking faculty to create the master syllabi for the rest of the semester credit courses.

Infrastructure Sub-Committee

The Q2S Infrastructure Committee members, led by Bonnie King and Tim Littell, have been busy working on guiding standards and processes for systems updates and development over the past year. An introduction to new technology and STARS online advisor resources was developed and incorporated into a Train the Trainer and faculty staff advisor training sessions during Fall 2010. An Advising Suite is now accessible in STARS online or from Quick Links on the homepage.



The Banner administrative system is undergoing several key changes in preparation for the pilot test of a quarter to semester switch. These changes include: Term Code Designation Change and Course Number Change. Both changes are necessary in order to differentiate quarters from semesters in Banner.

As represented in the gray area of the following table, the Term Code Designation Change is represented by the addition of a “0” at the end of the Semester Term Code to differentiate it from the Quarter Term Code.

Academic Year	Term	Term Code
2011-2012	Summer	201101 <i>current*</i>
	Fall	201102
	Winter	201103
	Spring	201104
2012-2013	Summer	201201
	Fall	201220 <i>semester*</i>
	Spring	201230
2013-2014	Summer	201310
	Fall	201320
	Spring	201330

Similarly, the semester Course Number Change, as shown in the following table, is represented by adding a “0” to the end of the Quarter Term course numbers

Quarter Course	Semester Course	Title of Course
ACC 101	ACC 1010	Corporate Accounting Principles
EET 110	EET 1110	Circuit Analysis I
BIO 111	BIO 1110	Anatomy & Physiology I
BIO 111L	BIO 1110L	A & P I - Lab

All of the Banner Systems and Banner Tree Reports (well over 1,000) are being reviewed and updated to accommodate the new calendar and converted courses. 585 semester courses have been entered into the Banner system. The Sub-committee is also working on analyzing parking information to see if there will be any impact on parking when switching to semesters

The degree audit system, DARS, has been upgraded to version 3.5.9.2. The interactive degree audit will be used by advisors in assisting students with their educational plan. A consultant assisted us in creating a report out of DARS that will distinguish how far, in hours, a student is away from graduating to aid in the semester conversion communication plan.

Finally, a new web application for classroom scheduling will be a by-product of Q2S to enable more efficient and effective room scheduling. Several products are under review and will be narrowed down based on their ability to provide bulk scheduling functionality, reporting capabilities, Banner integration, Outlook calendaring integration, OSU import/export functionality, and user viewing/update capabilities. Final review of room scheduling product research is slated for mid-January, after which time the product review will be presented to the Infrastructure Subcommittee for review and recommendation to the Q2S Steering Committee.

